



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(FINANCIAL MANAGEMENT AND COMPTROLLER)
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

AUG 5 2002

MEMORANDUM FOR DISTRIBUTION

Subj: INDIVIDUALLY BILLED TRAVEL CARD DELINQUENCIES

Ref: (a) ASN(FM&C) memo of 16 Apr 02

Encl: (1) List of Major Commands with Delinquency Rates
Above 4.0 Percent as of Jul 02
(2) Travel Card Response Format

By reference (a), I announced several policy changes governing the use of the travel card within the Department of the Navy (DON). Those changes were intended to address the continuing problem with delinquencies and assist all major commands in better managing their travel card programs. I also directed additional remedial actions required of major commands that exceeded a 4.0 percent delinquency rate, based on the outstanding dollars due the card contractor. Commands not meeting this standard metric must report monthly to the DON travel card coordinator on actions taken and completed.

Only the major commands with delinquency rates above the 4.0 percent metric are required to effect the remedial actions. Enclosure (1) provides a list of those commands exceeding this metric for the most recent reporting period. Use enclosure (2) as a template to report your actions taken and completed, to the DON travel card coordinator.

Completed responses, consolidated for each major command, are due by the 10th of each month that a report is required. Please e-mail your completed reports to Mr. Dave McDermott at mcdermott.david@fmo.navy.mil. Mr. McDermott may also be reached at (202) 685-6719 or DSN 325-6719.

Distribution:
(See next page)

DIONEL M. AVILES
Assistant Secretary of the Navy
(Financial Management and Comptroller)

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Subj: INDIVIDUALLY BILLED TRAVEL CARD DELINQUENCIES

Distribution:

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COMNAVSECGRU
ONI
COMNAVNETOPSCOM
NAVSYSMGMTACT
FLDSUPPACT

MAJOR COMMANDS WITH DELINQUENCY RATES ABOVE
4.0 PERCENT OF JUL 02

60+ Day Delinquency
Based on Dollars Outstanding
July 2002

COMNAVRESFOR	18.86%
USMC	13.66%*
CINCLANTFLT	13.61%
CINCPACFLT	11.88%
COMNAVPERSCOM	10.75%
COMNAVSPECWARCOM	10.28%
SECGRU	9.51%
BUMED	9.31%
CNET	6.75%
COMSC	6.46%
DIRSSP	6.43%
COMNAVNETOPSCOM	5.32%
CINCUSNAVEUR	4.45%
ONI	4.30%
FLDSUPPACT	4.07%

* Based on June 2002 data

TRAVEL CARD RESPONSE FORMAT

Date: _____

Command: _____

POC: _____ Phone: _____

1. Card Deactivation

a. For activities not meeting the 4 percent metric, have travel cards been deactivated for all personnel who are not within 10 days of scheduled travel?

_____ Yes

_____ No

b. Are all travel cards being deactivated upon completion of travel?

_____ Yes

_____ No

2. Spot Checks

a. Are these activities performing spot checks of travel card accounts to determine whether there are occurrences of misuse?

_____ Yes

_____ No

b. What percentage of the command's travel card accounts were reviewed?

_____ percent

c. Were any cases of misuse found?

____ Yes, proceed to Question d.

____ No, proceed to Question e.

d. Were there any incidents of misuse that warranted disciplinary actions?

____ Yes

____ No, proceed to Question e.

Provide details of disciplinary actions taken.

e. Were any cases of delinquencies found?

____ Yes, proceed to Question f.

____ No, proceed to Question 3.

f. What actions were taken for those who were delinquent in their accounts?

3. Mission Critical Accounts

a. How many accounts are currently in "mission critical" status?

b. What is the total amount outstanding and the total amount delinquent for these accounts?

4. Other Account Statistics

Provide statistics for the following travel card accounts:

- a. Number of open accounts
- b. Number of deactivated accounts
- c. Number of accounts that have not been used in the past 12 months

5. Other Actions

- a. List any new command actions taken to reduce travel card delinquencies.

**Data as of 17 August
2002 billing cycle**

	17-Jan-02	17-Jan-02	17-Feb-02	17-Feb-02	17-Mar-02	17-Mar-02	17-Apr-02	17-Apr-02	17-May-02	17-May-02	17-Jun-02	17-Jun-02	17-Jul-02
	60+ # accounts	60+ \$ accounts	60+ # accounts	60+ \$ accounts	60+ # accounts	60+ \$ accounts	60+ # accounts	60+ \$ accounts	60+ # accounts	60+ \$ accounts	60+ # accounts	60+ \$ accounts	60+ # accounts
HSO Jacksonville													
NH Keflavik	11.11%	19.13%	15.00%	6.54%	5.26%	0.80%	5.56%	9.36%	4.76%	1.27%	0.00%	0.00%	22.22%
NH Charleston	14.81%	21.63%	16.00%	15.42%	16.00%	5.72%	10.00%	3.74%	8.16%	25.26%	6.38%	1.86%	11.90%
NH Corpus Christi	12.70%	34.47%	13.64%	16.51%	9.46%	15.23%	7.59%	10.21%	6.74%	7.63%	11.63%	9.23%	7.14%
NH Naples	15.38%	28.36%	10.34%	26.24%	6.90%	11.72%	6.90%	7.76%	10.77%	8.10%	9.23%	10.67%	11.76%
NH Rota	8.33%	18.75%	2.44%	0.18%	0.00%	0.00%	0.00%	0.00%	2.50%	4.06%	2.70%	2.42%	9.68%
NOMI Pensacola	8.79%	23.51%	10.68%	12.45%	4.20%	12.98%	6.20%	9.07%	4.00%	20.08%	4.76%	17.37%	2.53%
NACC New Orleans	25.93%	74.53%	28.00%	43.44%	11.54%	10.71%	5.88%	2.09%	2.63%	0.67%	8.11%	7.28%	10.34%
NH Roosevelt Roads	12.70%	23.23%	7.14%	10.03%	3.66%	4.55%	7.32%	10.70%	7.45%	8.60%	6.33%	8.09%	4.69%
NH Pensacola	13.95%	23.11%	13.56%	18.59%	6.67%	10.74%	5.21%	4.83%	4.23%	5.40%	7.76%	8.86%	9.95%
NDC Pensacola	14.29%	17.52%	7.69%	6.64%	5.56%	3.16%	0.00%	0.00%	0.00%	0.00%	11.76%	37.89%	0.00%
NH Sigonella	15.22%	10.49%	9.30%	2.07%	8.16%	17.13%	5.17%	4.59%	1.52%	2.06%	7.89%	5.96%	5.33%
NH Guantanamo Bay	13.11%	12.42%	20.00%	33.38%	17.54%	26.30%	13.24%	21.05%	11.94%	14.60%	14.49%	18.41%	9.68%
NH Beaufort	19.72%	26.45%	10.99%	11.32%	8.00%	8.35%	7.89%	10.06%	10.19%	20.67%	11.90%	29.17%	12.96%
NH Jacksonville	17.36%	39.03%	12.95%	19.76%	12.59%	18.92%	10.39%	15.96%	8.50%	15.81%	5.88%	10.80%	4.76%
NMCL London	12.50%	48.30%	5.00%	8.99%	4.76%	3.49%	0.00%	0.00%	4.76%	19.81%	5.88%	0.16%	0.00%
NDC Southeast	15.00%	42.53%	14.29%	13.82%	22.73%	21.71%	12.50%	27.79%	12.00%	18.11%	8.70%	4.61%	0.00%
NDC Parris Island	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	7.14%	10.87%	0.00%	0.00%	0.00%
NDC Europe	5.88%	17.59%	6.67%	11.31%	0.00%	0.00%	6.25%	0.00%	5.88%	0.66%	0.00%	0.00%	0.00%
HSO Jacksonville	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
FHOTC Camp Pendleton	4.17%	34.75%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
NH Naples	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	6.90%	7.76%	0.00%	0.00%	0.00%	0.00%	0.00%
NH Rota	15.38%	37.44%	0.00%	0.00%	16.67%	45.34%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
NH Sigonella	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	acct closed	acct closed	acct closed	acct closed	acct closed
HSO Norfolk													
NMC Portsmouth	8.33%	26.31%	6.82%	17.94%	4.73%	12.17%	3.57%	9.11%	4.15%	11.48%	2.58%	8.02%	10.07%
NH Patuxent River	16.67%	36.33%	11.43%	16.94%	13.16%	8.71%	9.26%	8.35%	6.90%	14.09%	18.60%	21.04%	2.78%
NDC Newport	22.22%	42.50%	12.50%	14.89%	8.33%	6.79%	7.69%	16.04%	0.00%	0.00%	6.90%	6.34%	14.29%
NH Camp Lejeune	14.29%	37.31%	5.26%	5.24%	4.49%	2.76%	6.32%	15.20%	2.04%	10.11%	14.68%	19.53%	10.00%
NOSTRA Yorktown	10.53%	28.60%	0.00%	0.00%	7.14%	4.43%	7.14%	1.74%	11.11%	14.17%	5.26%	6.41%	7.69%
NDC Norfolk	18.75%	68.15%	20.00%	53.95%	15.00%	31.06%	12.00%	25.10%	11.54%	15.86%	14.29%	10.07%	14.29%
NACC Newport	13.95%	39.99%	11.90%	12.38%	11.54%	8.97%	5.97%	4.97%	7.46%	6.88%	9.59%	9.00%	12.07%
NH Great Lakes	25.81%	36.40%	22.03%	26.51%	14.93%	31.43%	5.15%	5.97%	3.74%	4.22%	5.94%	2.95%	5.13%
NEPMU-2 Norfolk	20.00%	8.30%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
NMCL Annapolis	7.41%	33.99%	5.56%	1.86%	4.00%	1.12%	0.00%	0.00%	3.23%	0.17%	7.69%	0.89%	4.35%
NACC Portsmouth	12.50%	11.52%	12.77%	28.25%	11.11%	10.25%	8.33%	9.56%	6.56%	17.89%	3.33%	4.47%	7.69%
NMNC Bethesda	8.40%	31.70%	5.96%	12.98%	4.14%	8.49%	3.90%	4.42%	3.43%	4.88%	8.19%	7.03%	4.65%
NH Cherry Point	2.27%	11.50%	2.44%	4.69%	4.08%	7.77%	3.51%	7.88%	2.99%	4.46%	0.00%	0.00%	1.52%
NACC Groton	9.43%	23.69%	6.78%	11.02%	5.26%	12.38%	4.00%	10.22%	1.32%	0.74%	2.78%	1.27%	4.76%
NMNC Bethesda	17.65%	12.05%	14.81%	5.91%	6.25%	1.15%	5.88%	3.05%	7.69%	2.37%	3.57%	0.72%	4.55%
NEHC	1.92%	1.70%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.45%	0.18%	0.00%	0.00%	0.00%
NEPMU-5 San Diego	0.00%	0.00%	10.00%	3.97%	6.67%	1.10%	8.33%	7.53%	0.00%	0.00%	12.50%	13.21%	9.09%
NAVMELOGCOM	2.13%	0.16%	2.22%	2.48%	1.92%	1.17%	1.85%	0.84%	1.79%	0.42%	1.89%	1.75%	1.92%
NMIMC Bethesda	8.57%	14.06%	3.77%	2.19%	1.82%	1.86%	5.66%	9.17%	2.22%	0.79%	6.12%	1.88%	4.35%
NDC Camp Lejeune	17.39%	31.82%	9.09%	7.38%	3.85%	1.60%	4.17%	0.45%	3.23%	0.25%	4.00%	0.61%	12.50%
NSHS Portsmouth	8.00%	5.11%	5.26%	28.43%	4.17%	17.80%	3.03%	12.54%	0.00%	0.00%	6.67%	20.00%	6.90%
NMCL Quantico	15.38%	14.72%	14.29%	4.32%	5.00%	0.44%	0.00%	0.00%	3.45%	0.27%	16.67%	9.52%	11.76%
NSHS San Diego	7.32%	1.92%	3.03%	0.21%	6.52%	4.52%	3.70%	22.08%	1.89%	0.89%	2.13%	0.10%	2.44%
NSHS Bethesda	2.99%	1.60%	1.85%	4.49%	2.22%	0.08%	0.00%	0.00%	0.00%	0.00%	2.27%	1.77%	2.63%
NDVECC Jacksonville	0.00%	0.00%	14.29%	5.04%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	16.67%	18.08%	0.00%
NDVECC Bangor	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	23.53%	13.68%	0.00%
HSO Norfolk	0.00%	0.00%	3.23%	2.58%	3.13%	1.92%	0.00%	0.00%	0.00%	0.00%	9.09%	5.46%	0.00%
NEPMU-7 Sigonella	18.18%	202.16%	7.14%	22.33%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.88%	4.64%	0.00%
NHCS Great Lakes	14.29%	69.05%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.88%	8.40%	0.00%	0.00%	0.00%
NDSL San Diego	0.00%	0.00%	0.00%	0.00%	11.11%	11.78%	0.00%	0.00%	16.67%	5.54%	0.00%	0.00%	0.00%
NDSL Jacksonville	0.00%	0.00%	25.00%	6.42%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
NEPMU-6 Pearl Harbor	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
NDSL Great Lakes	25.00%	-47.54%	50.00%	-168.75%	20.00%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
NEHC NAVSTA	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
NEPMU-2 Norfolk	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
NDC Great Lakes	not active	not active	not active	not active	not active	not active	not active	not active	not active	not active	not active	not active	0.00%
NSHS Bethesda Det	0.00%	0.00%	0.00%	0.00%	acct closed	acct closed	acct closed	acct closed	acct closed	acct closed	acct closed	acct closed	acct closed
HSO San Diego													
NDC Northwest	10.00%	24.90%	11.11%	37.30%	20.00%	61.23%	18.18%	52.19%	9.09%	41.48%	0.00%	0.00%	0.00%
NH Yokosuka	6.45%	12.82%	5.41%	8.96%	2.63%	2.73%	4.00%	3.10%	1.75%	0.05%	10.91%	24.27%	15.91%
NMCL Pearl Harbor	17.65%	48.76%	3.23%	14.29%	5.00%	12.20%	4.88%	7.19%	2.08%	10.26%	0.00%	0.00%	3.23%
NH Twenty Nine Palms	8.70%	19.25%	10.34%	11.57%	7.89%	8.83%	3.13%	0.34%	0.00%	0.00%	5.88%	2.90%	8.57%
NH Bremerton	8.33%	9.03%	7.14%	12.52%	2.70%	8.41%	3.13%	9.64%	5.88%	7.22%	8.00%	12.31%	3.75%
NH Oak Harbor	6.67%	5.05%	3.45%	0.88%	2.56%	1.17%	4.26%	2.34%	5.66%	8.62%	8.70%	5.53%	10.81%
NMC San Diego	6.48%	28.66%	8.33%	18.27%	7.17%	16.22%	5.58%	7.07%	7.74%	25.10%	10.85%	10.41%	11.00%
NH Okinawa	10.00%	27.89%	1.89%	1.89%	5.66%	3.11%	8.33%	9.00%	7.81%	9.43%	3.90%	7.06%	5.26%
NH Guam	15.38%	17.78%	2.86%	9.68%	2.27%	5.11%	0.00%	0.00%	2.22%	10.23%	5.00%	13.32%	5.56%
NH Lemoore	3.92%	8.68%	1.85%	2.88%	1.67%	0.19%	3.64%	1.55%	1.79%	0.26%	4.17%	2.42%	3.03%
NDC Yokosuka	14.29%	4.94%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	14.29%	38.57%	12.50%
NDC San Diego	18.18%	18.71%	21.74%	15.40%	15.38%	1.49%	8.33%	2.98%	4.17%	0.95%	11.76%	9.71%	11.11%
HSO San Diego	14.29%	27.13%	13.33%	8.75%	7.14%	4.77%	5.88%	4.25%	5.88%	18.81%	5.56%	9.12%	0.00%
NH Camp Pendleton	5.08%	7.39%	6.60%	5.79%	2.48%	1.92%	3.57%	4.10%	1.39%	0.75%	0.00%	0.00%	0.00%
NDC Camp Pendleton	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
NDC Pearl Harbor	20.00%	49.22%	0.00%	0.00%	0.00%	0.00%	14.29%	0.36%	0.00%	0.00%	0.00%	0.00%	0.00%
BUMED Commands													
NHRC San Diego	33.33%	35.31%	20.00%	51.20%	20.00%	22.52%	16.67%	9.67%	20.00%	5.10%			